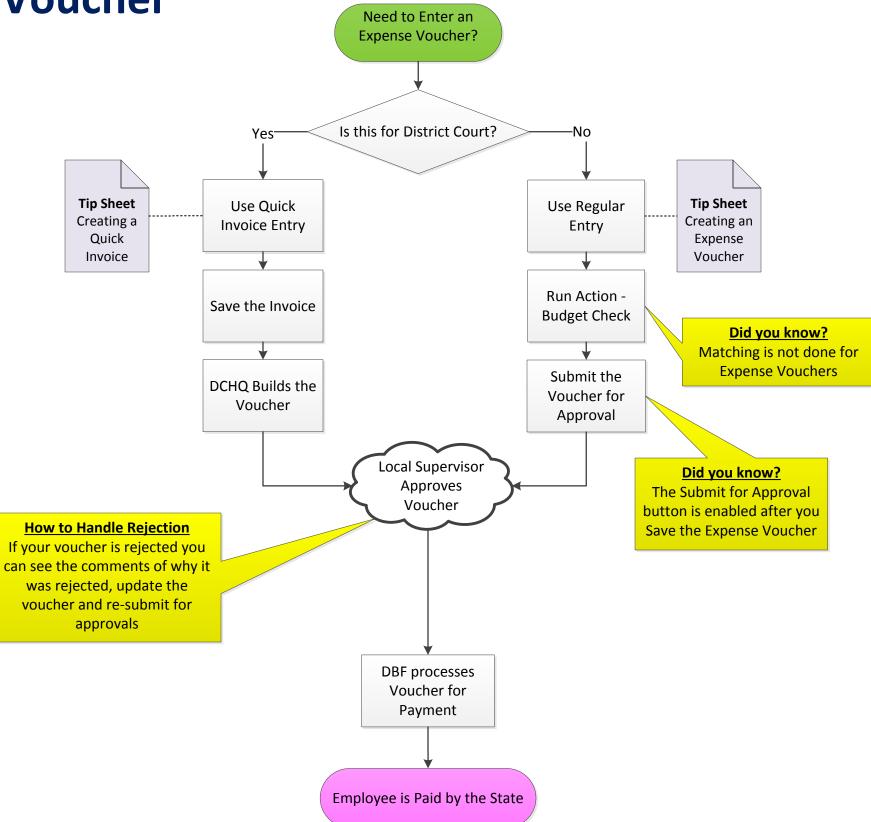
## **Creating a Voucher for GEARS Goods & Services** Vendor Invoice has been General Enterprise and Resource Support received **Helpful Hint** For all Voucher Types, be sure to attach supporting documentation Did you know? -Non-PO Voucher What type of Voucher is Needed? -PO /Express PO with Receipt-You can do non-PO vouchers Did you know? for any orders below \$2500 The best way to ensure successful Did you know? (\$500 for District Court) that 3-Way Matching (PO, Receipt, The best way to ensure are not covered by a BPO or Voucher) successful 2-Way Matching (PO Contract is to, "Copy from Source and Receipt) is to, "Copy from Document" using the PO Receipt Source Document" using the Express PO without Receipt to pull in line and payment Did you know? Copy PO feature to pull in line information Receipts are optional and payment information for Express POs (Exception: Receipts are required for **Tip Sheet** District Court) Use Regular Entry **Tip Sheet Tip Sheet** Creating a **Use Regular Entry** Use Regular Entry Creating a non-PO Creating a PO Receipt PO Voucher Voucher Voucher Run Actions - Match, Run Actions - Match, Doc Tol, Bdgt (NOTE: Run Actions -Doc Tol, Bdgt (NOTE: **Budget Check** Performs Matching, Performs Matching, Document Tolerance, Did you know? Did you know? Document Tolerance, Budget Check) The Submit for The Submit for Budget Check) Approval button Approval button is enabled after is enabled after Submit the Voucher Submit the Submit the successful successful Voucher for for Approval Matching Voucher for Matching **Did you Know?** Approval Approval JIS PCA's require two levels of **Did you Know?** Did you Know? approval (not JIS PCA's require JIS PCA's require **Local Supervisor** just one) two levels of two levels of **Local Supervisor Local Supervisor Approves** approval (not just approval (not just **Approves Approves** Voucher one) one) Voucher Voucher **Been Rejected? Been Rejected?** Read the **Been Rejected?** Read the comments by Read the comments by the the approver, comments by the **DBF** processes **DBF** processes approver, make make the **DBF** processes approver, make Voucher for Voucher for the adjustments adjustments and Voucher for the adjustments Payment Payment and resubmit resubmit Payment and resubmit Vendor is Paid by the State Vendor is Paid by the State Vendor is Paid by the State

**Creating an Expense Report Voucher** 





## Creating an Interpreter Invoice

